

# DRAFT



**OFFICIAL MINUTES FOR  
TUALATIN LIBRARY ADVISORY COMMITTEE  
January 3, 2012  
18880 SW MARTINAZZI AVENUE  
TUALATIN, OR 97062**

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Present: Chair Len Runion  
Committee Member Sean Neary  
Committee Member Victoria King  
Committee Member David Abbey  
Committee Member Marcus Young  
Committee Member Thea Wood

Absent: Committee Member Phil Anderson

Staff Present: Abigail Elder, Library Manager  
Suzy Coleman, Support Services Manager

**A. CALL TO ORDER**

Chair Len Runion called the meeting to order at 6:37 PM.

**B. APPROVAL OF MINUTES**

Marcus Young moved, and Thea Wood seconded that the December minutes be approved as written.

**C. COMMUNICATIONS**

1. Chair: Chair Len Runion is looking forward to serving two more years on TLAC.
2. Staff: Library Manager apologized that December and 2011 statistics were not available by meeting time. She shared two comment cards that asked the Library to revisit the small meeting room policies. TLAC members suggested that the Library extend meeting room times if no one has expressed an interest in using the room.
3. Public: No members of the public were in attendance.

**D. OLD BUSINESS**

1. Establish 2012 TLAC Meeting Dates: Sean Neary moved, and Thea Wood seconded, that TLAC adopt the proposed meeting schedule for 2012. TLAC meetings will be held the first Tuesday of the month at 6:30 PM.
2. RFID Update: 3M has been awarded the contract to convert Washington County Libraries

to RFID. Representatives from 3M will visit Tualatin on January 11, 2012.

**E. NEW BUSINESS**

1. Library Statistics and Holds : Support Services Supervisor Suzy Coleman gave an overview of how the library handles patrons' requests. For Tualatin, most holds come from Tualatin's own shelves or from the Tigard Library. Because Tualatin follows Tigard in the courier route, holds from Tigard can arrive quickly while items from Sherwood or westside libraries can take more than a day.

The workload attached to holds includes: pulling requested items, checking in items to send on courier, checking in items that arrive via courier, and shelving holds. Washington County patrons placed over 12,000 hold requests in December.

2. IMPACT Survey: Tualatin Library participated in a survey conducted by the University of Washington and funded by the Bill and Melinda Gates Foundation. TLAC members discussed the comments portion of the survey; one participant expressed unhappiness with the bandwidth available for watching online media. TLAC members suggested that Library staff let frustrated patrons know of the best time for doing bandwidth-intensive activities (usually evenings and weekends.)

**F. FUTURE AGENDA ITEMS**

1. E-books (February)
2. Tualatin Citizen Involvement Organizations (CIO)

**G. COMMUNICATIONS FROM COMMITTEE MEMBERS**

**H. ADJOURNMENT**

The meeting was adjourned at 7:50 PM.

\_\_\_\_\_ Abigail Elder, Recording Secretary